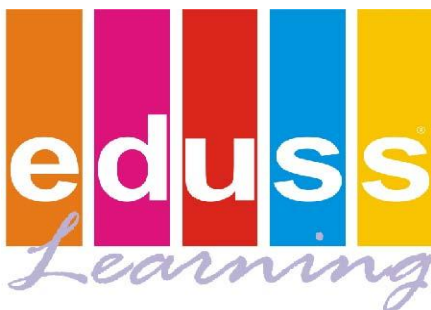
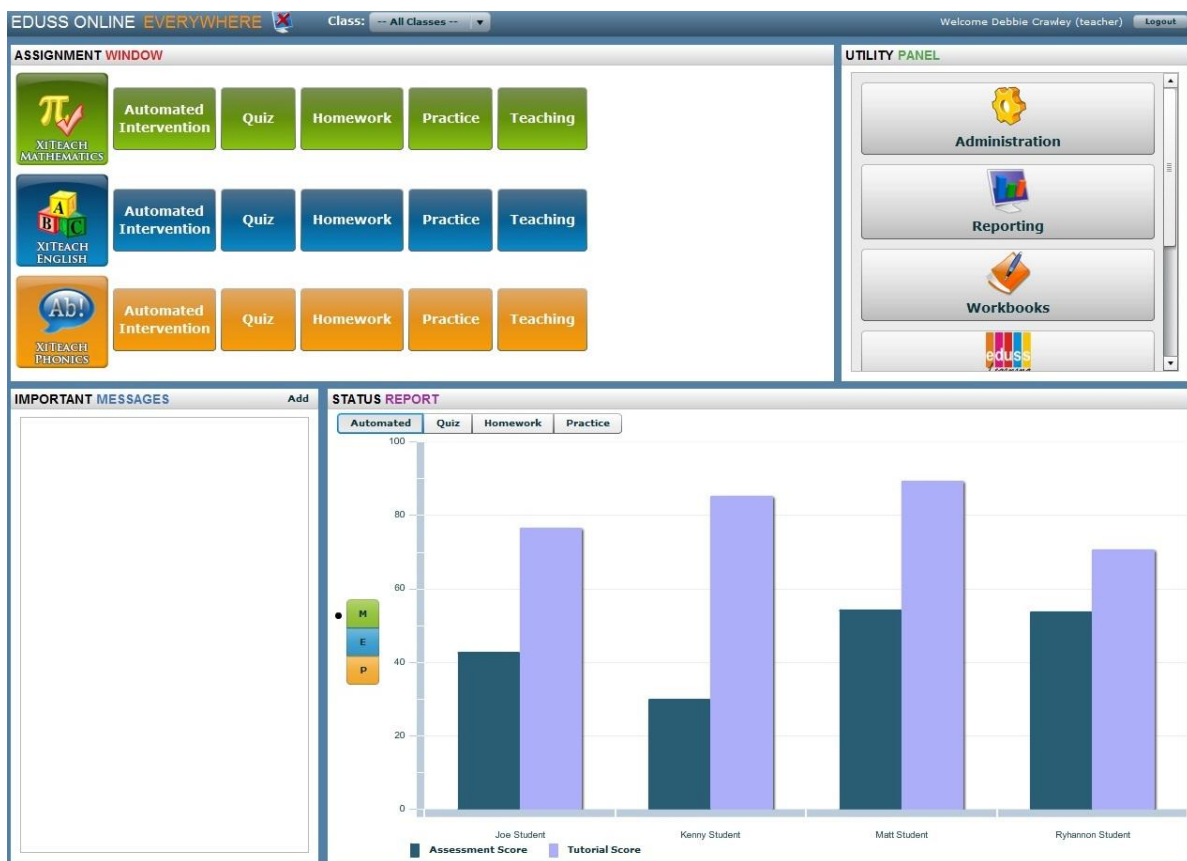


EDUSS® IMTA Administration User's Manual



Admin Module

The system allows different levels (types) of users with different levels of access. For example, an administrator has different access permissions from a student. Students cannot add teachers, or allocate students to a class. When teachers login they can for example, set homework or set an outcomes test for the students to complete.

The different levels (types) of users are:

- 1 Administrator
- 2 Teacher
- 3 Student

Only administrators and teachers have access to the Administration Module.

Login Details:

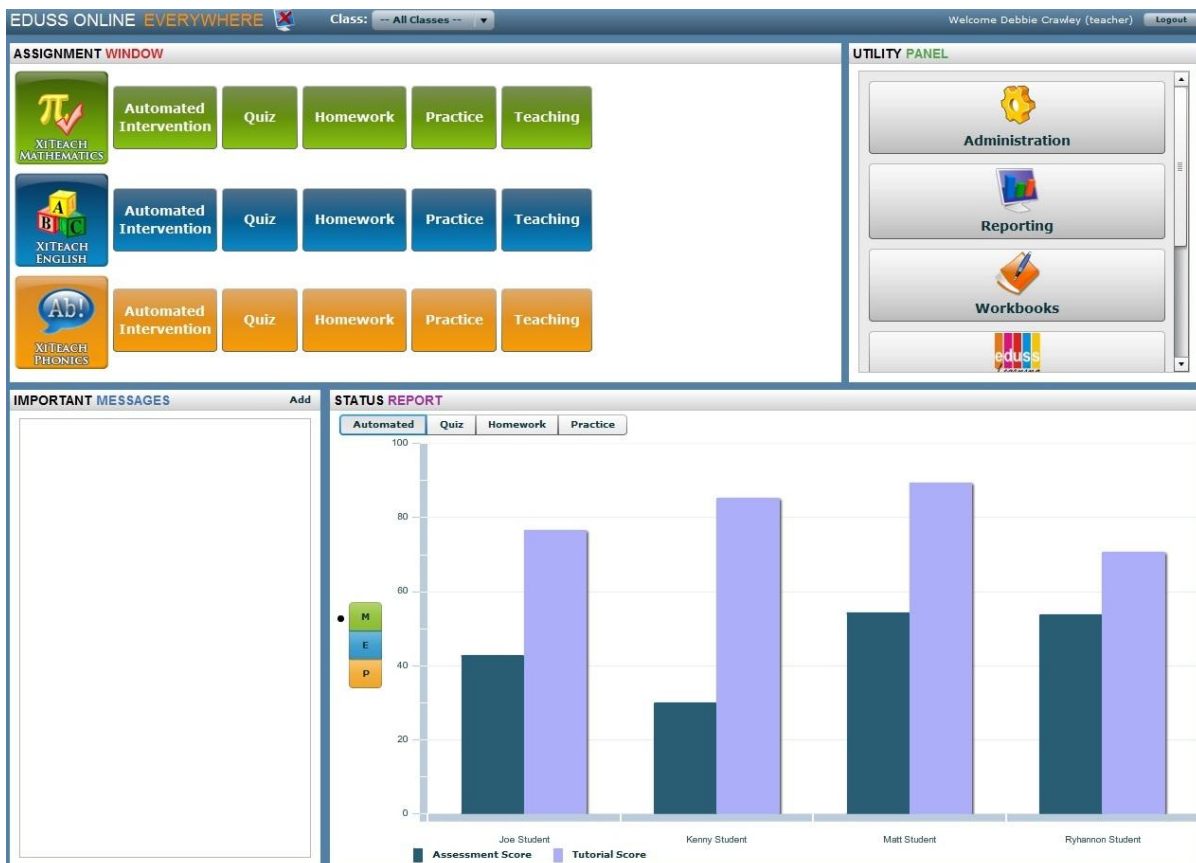
Login

User Name:

Password:

Login

The Administration Password must be set by the school



The Admin Module is selected from the menu items

User Maintenance:

In User Maintenance (see diagram) there are five TABS at the top (See Arrow 1), that give access to the different administration functions.

The screenshot shows the 'EDUSS - Admin' interface. At the top, there is a 'School:' dropdown menu set to '---All Schools---'. Below this is a navigation bar with five tabs: 'User Maintenance', 'Class Maintenance', 'Settings/Info', 'Tools', and 'Bulk Import'. The 'User Maintenance' tab is active. On the right side of the navigation bar, there is a 'Welcome Tech Tech' message and a 'Logout' button. The main content area is titled 'User Maintenance' and contains a filter section with fields for 'Last Name', 'First Name', 'Username', 'Email', and 'Grade'. Below the filter is a table with columns: 'Last Name', 'First Name', 'User Name', 'Email', 'Grade', and 'School'. The table lists various users, including 'Admin', 'BSDE', 'Crawley', and many 'student' entries. On the right side of the main content area, there is an 'Add User' button. To the right of the 'Add User' button is a form titled 'Add User' with fields for 'First Name', 'Last Name', 'Username', 'Password', 'User Type' (set to 'Student'), 'Grade' (set to 'K'), and 'School' (set to 'Eduss Office QLD'). There are 'Save' and 'Cancel' buttons at the bottom of the form. A 'Hide Password' checkbox is also present. Numbered callouts are placed over the interface: 1 points to the navigation tabs, 2 points to the 'Add User' button, 3 points to the 'Add User' form, 4 points to the 'Grade' dropdown, 5 points to the 'Username' filter field, and 6 points to the 'Save' button.

| Last Name | First Name | User Name | Email | Grade | School |
|------------|------------|------------|-------|------------|------------------|
| Admin | Admin | admin | | Admin | Eduss Office QLD |
| BSDE | Technician | technician | | Technician | Eduss Office QLD |
| Crawley | Debbie | debbie | | Teacher | Eduss Office QLD |
| Student | Joe | joes | | 5 | Eduss Office QLD |
| Student | Kenny | kenny | | 5 | Eduss Office QLD |
| Student | Matt | matt | | 5 | Eduss Office QLD |
| Student | Ryhannon | ryhannon | | 5 | Eduss Office QLD |
| student1 | student1 | student1 | | 5 | Eduss Office QLD |
| student10 | student10 | student10 | | 5 | Eduss Office QLD |
| student100 | student100 | student100 | | 5 | Eduss Office QLD |
| student101 | student101 | student101 | | 5 | Eduss Office QLD |
| student102 | student102 | student102 | | 5 | Eduss Office QLD |
| student103 | student103 | student103 | | 5 | Eduss Office QLD |
| student104 | student104 | student104 | | 5 | Eduss Office QLD |
| student105 | student105 | student105 | | 5 | Eduss Office QLD |
| student106 | student106 | student106 | | 5 | Eduss Office QLD |
| student107 | student107 | student107 | | 5 | Eduss Office QLD |
| student108 | student108 | student108 | | 5 | Eduss Office QLD |
| student109 | student109 | student109 | | 5 | Eduss Office QLD |
| student11 | student11 | student11 | | 5 | Eduss Office QLD |
| student110 | student110 | student110 | | 5 | Eduss Office QLD |
| student111 | student111 | student111 | | 5 | Eduss Office QLD |
| student112 | student112 | student112 | | 5 | Eduss Office QLD |
| student113 | student113 | student113 | | 5 | Eduss Office QLD |
| student114 | student114 | student114 | | 5 | Eduss Office QLD |
| student115 | student115 | student115 | | 5 | Eduss Office QLD |
| student116 | student116 | student116 | | 5 | Eduss Office QLD |
| student117 | student117 | student117 | | 5 | Eduss Office QLD |
| student118 | student118 | student118 | | 5 | Eduss Office QLD |

Users may be added in two different ways. Firstly, they can be added individually by selecting Add User (Arrow 2). A dialog box will appear on the right (See Arrow 3). You can now add a user by typing in the fields: First Name, Last Name, User Name and Password. If the user is a student we select the appropriate grade level the student is currently in (See Arrow 4). It is now also possible to import class lists, which have been exported directly from the school's database (See Arrow 5). If the user is a teacher, do not select a grade. Once the user's details have been entered, click on the Save Button (See Arrow 6).

Class Maintenance:

First click on the Class Maintenance TAB (Arrow 1). Now click on the “Add a Class” button (Arrow 2). A dialog box will appear on the right (Arrow 3). First select the teacher that you want to assign a class (Arrow 4). Now give the class an appropriate name (Arrow 5). Remember, one teacher can have more than one class according to the way they want to group their students. To place students into a class, select the students names (in the “Students not in Class” box) (Arrow 6) and then drag them across into the “Students in Class” box. (Arrow 7). Similarly, to remove students from a class, select the names to be removed from the “Students in Class” box and drag them left out of the class. Once the class maintenance has been completed click on the Save button (Arrow 8).

The screenshot shows the EDUSS Admin interface with the 'Class Maintenance' tab selected. The interface includes a 'Filter' section with 'Teacher Name' and 'Class Name' fields, and a 'Clear Filters' button. Below this is a table with two columns: 'Teacher Name' and 'Class Name'. The table lists several teachers and their associated classes, with 'Debbie Crawley' and 'Default Class' highlighted. To the right of the table is an 'Add Class' button. An 'Edit Class' dialog box is open on the right side of the screen. The dialog box has a 'Default Class' dropdown menu set to 'Crawley, Debbie'. Below this are 'Save', 'Delete', and 'Cancel' buttons. The dialog box also has a 'Grade Filter' dropdown set to 'All'. At the bottom of the dialog box are two lists: 'Students not in Class' and 'Students in Class (limit 4/60)'. The 'Students not in Class' list contains a long list of student IDs (e.g., student1, student10, student100, etc.). The 'Students in Class' list contains a few student names (e.g., Student, Ryhannon, Student, Kenny, etc.). Arrows 1 through 8 indicate the following steps: 1. Click on the 'Class Maintenance' tab. 2. Click on the 'Add Class' button. 3. Click on the 'Edit Class' dialog box. 4. Select the teacher from the dropdown menu. 5. Enter a class name. 6. Select students from the 'Students not in Class' list. 7. Drag students from the 'Students not in Class' list to the 'Students in Class' list. 8. Click on the 'Save' button.

| Teacher Name | Class Name |
|-------------------|----------------|
| Teacher Teacher | group1 |
| Debbie Crawley | Debbie's Class |
| teacher1 teacher1 | Class1 |
| teacher2 teacher2 | Class2 |
| teacher3 teacher3 | Class3 |
| teacher4 teacher4 | Class4 |
| teacher5 teacher5 | Class5 |
| teacher6 teacher6 | Class6 |
| teacher7 teacher7 | Class7 |
| Debbie Crawley | Class One |
| Debbie Crawley | Default Class |

It is very easy to change the teacher of a class, or change the class name. It is also easy to delete a whole class by clicking on the “Delete Class” button.

Bulk Import:

First you are required to edit the 'default template' with Teacher, Student and Class details and save to a location on your computer (contact Eduss Learning if you have not received a copy of the 'default template'), then click on the Bulk Import TAB (Arrow 1). Now click on the "Browse" button (Arrow 2) and locate the saved 'default template'. Click on 'Upload File' (Arrow 3) this will add all students, teachers and classes to the database. Any errors will be highlighted in the box below (Arrow 4)

The screenshot shows the 'EDUSS - Admin' interface with the 'Bulk Import' tab selected. The interface includes a 'School' dropdown menu, a 'Welcome Tech Tech' message, and a 'Logout' button. The main content area is titled 'Bulk Import' and contains an 'Eduss Server Bulk Importation' section with a 'View A Sample' button. Below this is an 'Import file' field with a 'Browse...' button and an 'Upload file' button. To the right, there are two tables: 'School Codes' and 'Class Codes'. The 'School Codes' table has columns for 'School' and 'Code'. The 'Class Codes' table has columns for 'Class Name', 'Teacher Name', 'School', and 'Code'. Below the tables, there is a section titled 'Bulk Import' with a paragraph explaining the module's purpose and a 'CSV Syntax' section with several lines of text providing guidelines for the CSV file format. Four numbered arrows indicate the workflow: Arrow 1 points to the 'Bulk Import' tab; Arrow 2 points to the 'Browse...' button; Arrow 3 points to the 'Upload file' button; and Arrow 4 points to the 'Bulk Import' section below the tables.

EDUSS - Admin

School: ---All Schools---

Welcome Tech Tech Logout

User Maintenance Class Maintenance Settings/Info Tools **Bulk Import**

Bulk Import

Eduss Server Bulk Importation View A Sample

Import file: importTemplate.csv

Browse...

Upload file

Below are the results of the import.

Bulk Import

The bulk import module allows you to import students, teachers and classes from a CSV file. This CSV file must be in a specific format. A sample can be downloaded by clicking 'View A Sample' button above.

CSV Syntax

Lines beginning with # are considered comment lines and will be ignored.

User names must be unique. If a duplicate username is found, the first and last names will be compared and if the same will have their password, grade and email updated. If the first and last names do not match the import will ignore that line.

User names, passwords, emails and class names may only contain the following characters: 0-9 a-z . @ - _

First and last names may only contain the following characters: 0-9 a-z . - ' _

The School Codes and Class Codes are provided in the tables above, and are limited to 64 characters long.

To add new classes, use new unique class codes for each one, make sure that they are less than 64 characters long.

| School | Code |
|------------------|------|
| Eduss Office QLD | 1 |

| Class Name | Teacher Name | School | Code |
|----------------|-------------------|------------------|--------|
| group1 | Teacher Teacher | Eduss Office QLD | 99.000 |
| Debbie's Class | Debbie Crawley | Eduss Office QLD | 2 |
| Class1 | teacher1 teacher1 | Eduss Office QLD | 10 |
| Class2 | teacher2 teacher2 | Eduss Office QLD | 11 |